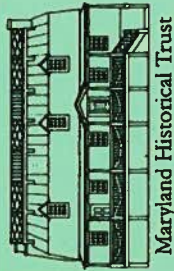# FY 2011 MARYLAND HISTORICAL TRUST GRANT FUND PROGRAMS

Maryland Department of Planning
100 Community Place, Crownsville, MD 21032-2023
www.mht.maryland.gov
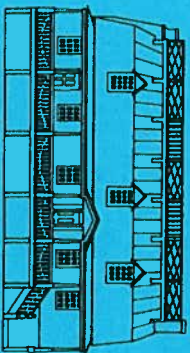
Maryland Historical Trust

CATEGORY	ASSESSMENT & PLANNING GRANT	PROJECT CHALLENGE GRANT	ENHANCEMENT GRANT
Program Purpose	To assist museums in planning activities; institutional long range plans take priority	To support projects relating to all elements of museum practice that reflect museum planning	To challenge well-established institutions to pursue initiatives that emerge from museum planning
Eligible Applicants	Nonprofit Museums and Local Governments (museums must have been open to the public for at least three years)	Nonprofit Museums and Local Governments (museums must have been open to the public for at least three years)	Nonprofit Museums and Local Governments (museums must have been open to the public for at least three years); at least one paid staff member (1 FTE okay); current board approved Long Range Plan; fifty percent non-state financial support ; participant in assessment program from professional organization; cultural Data Project profile
Grant Maximum	$5,000	$5,000	Up to 3% of annual budget
Matching Requirements	Contributed funds desirable	Contributed funds required – 25% cash, 75% in kind	Contributed funds are not required
Intention to Apply Deadline	December 11, 2009	December 11, 2009	December 11, 2009
Full Application Deadline	March 31, 2010	March 31, 2010	March 31, 2010
Earliest Project Start Date	Upon execution of a grant agreement with MHT. Projects are not likely to start until October 2010.	Upon execution of a grant agreement with MHT. Projects are not likely to start until October 2010.	Upon execution of a grant agreement with MHT. Projects are not likely to start until October 2010.
Selection Criteria	Institutional assets, Organization, Planning, Argument for support	Institutional assets, Project description, Evidence of support	Institutional assets, Enhancement activities, Evaluation, Evidence of support
FY 2011 Priorities	Priority will be given to projects located within state certified Priority Funding Areas (PFAs) or to those projects located outside of PFAs that will result in the protection of significant historical and cultural resources and the conservation of an area's rural landscape and character. Priority will also be given to projects that contribute to the economic vitality of existing communities and improve the quality of life for all Marylanders.	Priority will be given to projects located within state certified Priority Funding Areas (PFAs) or to those projects located outside of PFAs that will result in the protection of significant historical and cultural resources and the conservation of an area's rural landscape and character. Priority will also be given to projects that contribute to the economic vitality of existing communities and improve the quality of life for all Marylanders.	Priority will be given to projects located within state certified Priority Funding Areas (PFAs) or to those projects located outside of PFAs that will result in the protection of significant historical and cultural resources and the conservation of an area's rural landscape and character. Priority will also be given to projects that contribute to the economic vitality of existing communities and improve the quality of life for all Marylanders.
Process	Review by the Maryland Museum Assistance Program Review Panel followed by MHT Board review. Funding recommendations then submitted to Secretary of the Maryland Department of Planning for final approval.	Review by the Maryland Museum Assistance Program Review Panel followed by MHT Board review. Funding recommendations then submitted to Secretary of the Maryland Department of Planning for final approval.	Review by the Maryland Museum Assistance Program Review Panel followed by MHT Board review. Funding recommendations then submitted to Secretary of the Maryland Department of Planning for final approval.
Program Contact	Mary Alexander, 410-514-7622 or MAlexander@mdp.state.md.us	Mary Alexander, 410-514-7622 or MAlexander@mdp.state.md.us	Mary Alexander, 410-514-7622 or MAlexander@mdp.state.md.us

FY 2011 MARYLAND HISTORICAL TRUST GRANT FUND PROGRAMS

Maryland Historical Trust

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CATEGORY	CAPITAL HISTORIC PRESERVATION GRANT	NON-CAPITAL HISTORIC PRESERVATION GRANT
Program Purpose	Provide support for the acquisition, rehabilitation, and restoration of historic properties that offer some form of public benefit and for pre-development costs for some applicants.	Provide support for research, survey, planning and educational activities involving architectural, archeological or cultural resources. Eligible activities may include preservation plans, historic and cultural resource surveys, educational outreach programs and National Register nominations.
Eligible Applicants	Nonprofit Organizations, Local Governments, Private Individuals, Business Entities	Nonprofit Organizations and Local Governments
Grant Maximum	$50,000	$50,000
Typical award in FY 2010	$0	$26,528
Matching Requirements	Local Governments, Individuals, Business entities – dollar-for-dollar contributed funds required Nonprofit Organizations – contributed funds encouraged	Local Governments – dollar-for-dollar contributed funds required Nonprofit Organizations – contributed funds encouraged
Intention to Apply Deadline	NA	December 11, 2009
Full Application Deadline	No applications will be accepted in FY2011.	March 31, 2010
Earliest Project Start Date	NA	Upon execution of a grant agreement with MHT. Projects are not likely to start until October 2010.
Selection Criteria	Significance of Project; Urgency; Project Design; Protective Value; Geographic Distribution; Educational Value; Leverage; Demonstration Value; Professional Capability; Administrative Capability; Project Readiness; Financial Capability	Significance of Project; Urgency; Project Design; Protective Value; Geographic Distribution; Educational Value; Leverage; Demonstration Value; Professional Capability; Administrative Capability; Project Readiness; Financial Capability
FY 2011 Priorities	NA	Special priority will be given to projects located within state certified Priority Funding Areas (PFAs) or to those projects located outside of PFAs that will result in the protection of significant historical and cultural resources and the conservation of an area's rural landscape and character. Priority will also be given to broad-based preservation planning initiatives that assist local governments in guiding appropriate development or redevelopment within their jurisdictions.
Process	MHT Staff make preliminary funding recommendations to MHT Board of Trustees. Board makes funding recommendation to the Secretary of the Maryland Department of Planning. Secretary makes final funding decision.	MHT Staff make preliminary funding recommendations to MHT Board of Trustees. Board makes funding recommendation to the Secretary of the Maryland Department of Planning. Secretary makes final funding decision.
Program Contact	Richard Brand, 410-514-7634 or RBrand@mdp.state.md.us	Nicole Diehlmann, 410-514-7625 or NDiehlmann@mdp.state.md.us

Matching Guidelines for Grants

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Many grants require what are called "matching" funds. To help you understand whether or not funds can be used as match, common grants are categorized based on their funding source. For State of Maryland programs, you can match funds across the columns, but not within the column. For example, MHT Museum Assistance grants cannot match Maryland Heritage Areas Authority grants, but applicants could use Preservation Maryland funds as part of their required contribution.

STATE FUNDS	FEDERAL FUNDS	PRIVATE FUNDS
Maryland Historical Trust:	Maryland Humanities Council	Preservation Maryland
Capital Historic Preservation Grants	State Highway Administration	Foundation grants
Museum Assistance Grants	Transportation Enhancements	Individual donations
Non-Capital Historic Preservation Grants	Scenic Byways	Community Foundations
Maryland Heritage Areas Authority Grants	Recreational Trails	
State Bond bills	Chesapeake Bay Gateways & Watertrails	
Maryland State Arts Council	Preserve America	
Maryland Traditions	National Endowment for the Humanities	
Community Legacy	National Endowment for the Arts	
	Institute for Museums and Library Services	
	Save America's Treasures	
	Community Development Block Grants	

Read This First...

Tips for Preparing your MHT Grant Fund Proposal!

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1. BEFORE YOU BEGIN TO PUT TOGETHER YOUR GRANT PROPOSAL:

- Read the grant application and its instructions/guidelines!

- Contact the appropriate MHT staff person to discuss your project proposal (see list of contact names and information below).

- Review the application to see what goes where and collect all supporting materials.

- Understand the program's selection criteria. This is what reviewers use to rank your application. Talk with MHT staff to answer any questions.

- Don't forget to give the project a name. This gives the reviewer a clue as to what you hope to accomplish.

- Calculate the cash needs for your project and create a budget to meet these needs. Do not ask for more money than the project requires.

- Identify who is authorized to sign the proposal (this must be the person legally authorized to act on behalf of the organization or local government).

- Ensure that your non-profit organization is in good standing with the State Department of Assessments and Taxation. MHT cannot grant funds to organizations that are not in good standing.

- Note the deadline date. Submit the appropriate number of copies and all necessary application materials ON TIME.

2. AFTER YOU HAVE WRITTEN THE FINAL DRAFT:

- Get someone who is unfamiliar with your project to read it. That person should read for content, clarity, construction, readability, intellectual excitement, grammar, and spelling!!

- Reread the proposal with a critical eye: Is the proposal convincing? Worthy of funding? Interesting? Will it be a model for future projects regionally or statewide?

- Think of the reader –font, type size, *formatting*! Keep font type size to 10 or 12 point. Follow the specific guidelines in each application.

- Use the spell check feature on your computer, but don't neglect to proofread your document for grammatical and spelling errors that may not be caught by computer software.

- The project narrative should not exceed the page limit in the application instructions.

- Double-check the budget. Is it reasonable? Within the grant caps? Fully itemized? Do the totals agree with those on the cover sheet? What costs will be covered by the MHT grant? By the applicant's cash match? By the applicant's in-kind match? Follow the budget format shown in the application's instructions.

3. WHEN PUTTING TOGETHER THE FINAL APPLICATION PACKAGE:

- Make sure the application is neat, clean, and easy to read.

- Have the signer use blue ink and consider marking the original with a Post-It® saying "Original Copy."

- Review the application requirements to be sure you have completed them all. If you are unsure of any of the requirements, contact MHT staff.

- Attach all required supporting documents. Only attach what is suggested unless you are sure your attachment will enhance your application.

- Do **NOT** use special binders, spiral binding, table of contents, separator pages or cover pages unless specifically requested in the application. Submit the application package in the format described in the application instructions.

- Enclose the correct number of copies.

- Submit the application on time, preferably by registered mail.

- Always keep a copy of your proposal in a file.

FOLLOW DIRECTIONS!!!
When in doubt, contact the appropriate MHT staff person.

MHT STAFF CONTACTS	
Capital Projects:	Richard Brand, 410-514-7634 or rbrand@mdp.state.md.us
Museum Projects:	Mary Alexander, 410-514-7622 or malexander@mdp.state.md.us

Non-Capital Projects:
Archeology—Maureen Kavanagh, 410-514-7660 or mkavanagh@mdp.state.md.us
Architectural Survey—Marcia Miller, 410-514-7646 or mmiller@mdp.state.md.us
All other projects—Nicole Diehlmann, 410-514-7625 or ndiehlmann@mdp.state.md.us

Organization status information can be obtained by contacting the State Department of Assessments and Taxation (SDAT) at 301 W. Preston Street, Baltimore, MD 21201, 410-767-1184, or through its website at www.dat.state.md.us.

The Proposal Itself...
It Has To Be Good!

A STRONG PROPOSAL WILL DESCRIBE:

1. An important need;

2. A clear plan of action to address that need;

3. The specific goals to be accomplished;

4. The quality of the people involved (This should include a notation of what people will be completing each portion of the work. Attach brief resumes or vitae that include only work relevant to the project.);

5. The ability of the organization to carry out the project;

6. A plan of work (If this is a multiphase project the proposal should also include a schedule of the different phases of the project.); and

7. How you plan to measure the outcomes to prove success.

Each grant program has specific requirements regarding project descriptions. Be sure your application package addresses the unique needs of that program!

The Budget...
It Has To Be Realistic!

A STRONG PROPOSAL WILL INCLUDE A BUDGET THAT:

- Is reasonable;

- Is clear and concise and reflects the cost of action items shown in the scope of work;

- Is within the grant caps;

- Is fully itemized; and

- Shows what costs will be covered by the MHT grant, by the applicant's cash matching funds and the applicant's in-kind matching funds.

BEFORE YOU COMPLETE YOUR BUDGET:

- Calculate the budget page numbers... and then calculate them again to make sure they are accurate.

- Make sure that the numbers on the budget page match the numbers on the cover sheet.

- Submit the budget in the format described in the application instructions, keeping it to one page if at all possible. A reviewer should be able to understand why all items shown in the project budget are necessary to complete the project. All costs should be reasonable and customary and relate to items in the scope of work!

MHT's Top Ten List

What do Funders Want?

10. Deadlines – they're not just suggestions, they are real!

9. Keep it simple – although fancy binders and clips do make nice office supplies for us!

8. Are you using the current application form? Oops!

7. 2+2=5? Check math, spelling, proofread, review – don't be the only eyes!

6. Don't assume knowledge, explain like we are a stranger!

5. Is your project eligible? The logical next step?

4. Less is more – would you want to read all this - times 70?

3. Good project, but bad photos – and really we don't need to see the toilet!

2. Start Early, Start Early, Start Early!!

1. Listening to your Grant Manager's guidance will go a LONG, LONG, LONG way toward success!